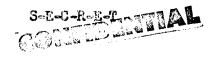


MEMORANDUM FOR: Chief, Plans and Policy Staff Document No. 16 April 19	75
MEMORANDUM FOR: Chief, Plans and Tolley Activities Report #U5	_
April through to the same of t	
Daie: 3-10-78 By:	35
I. SIGNIFICANT ITEMS	nel.
Budget and Finance Procedures #1, a new course for persons assigned to Finance Officer duties in small stations overseas was completed on 5 April. The course in its present form coverse completed on 5 April. The course in its presented at the station records. The course was designed and presented at the station records. The course was designed and presented at the request of the Office of the Comptroller and the Area Division request of the Office of the Comptroller and the Area Division however, the first presentation very nearly had an insufficient enrollment. Aggressive work by the CTR Registrar resulted in enrollment. Aggressive work by the CTR Registrar resulted in that this presentation is in a satisfactory form, and that it meet a long-term training need.	the e ns; ent i a inates
II. OTHER ACTIVITIES	25 <b>X</b> 1
A. Intelligence Training  (1) The students originally enrolled in Writing World and Thursday, 4 April.	<b>c-</b> 25X1
(1) The students originally entoles April.  shop #12 completed the course on Thursday, 4 April.  attended a lecture	at
(2) On Tuesday, y April, the Middle East given by General the National War College on the Middle East given by General	<b>1</b> 25X1
Keightlay.	film
(3) On y april 10 use in the mountime movie program	23/1
(4) completed the final arrangement.  for the use of the auditorium in Central Building  for the use of the auditorium in Central Building  speaking course on 10 and 15 April.	25X1
is revising the schedule for the second presentation of Intelligence Research (Maps) to bring it is presentation of Intelligence Research analysts who are end in line with the needs of ORR research analysts who are end fill the quota for the course beginning 6 May.	orther pected 25X1
B. OTR Orientation Officer	adveted
(1) On 2 and 3 April the Dependents' Briefing was co for people. The "Bon Voyage" statement was given by t	25X1

S-F-C-R-E-T



Deputy Director of Training. In the short critique that followed, unanimous praise was again given for the very practical presentation by on "Life Overseas."	25 <b>X</b> 1
(2) The CIA Introduction was conducted on B April for people.	25 <b>X</b> 1
(3) A "CIA Review" type program was presented on 8 April in the "Special Agents In-Service Training Course" sponsored by the Office of Security. The audience was composed of Security Officers stationed in the field, and the purpose of this course is to bring them up to date on resent changes and trends in the Agency generally and the Office on Security in particular.	
C. Management Training	
(1) Basic Supervision #29, CS 9-11, for which a total of names had been received, began on 8 April with the	25X1
maximum enrollment of however, one student withdrew from the course, leaving now in attendance.	25 <b>X</b> 1
(2) is planning to report to the Office of the Comptroller on Thursday, 11 April.	25 <b>X</b> 1
D. Intelligence Orientation	
(1) The first week of Intelligence Orientation #8 ended on Friday, 5 April.	
(2) The final draft of the paper, "The Intelligence Community and National Security," has been submitted to C/IS for forwarding to DTR for his information.	
(3) The Medical Staff has notified the staff of Introduction to Intelligence that one additional medical officer, making a total of will be available to begin the special training package on Monday, 15 April.	<b>g</b> 25X1
(4) was notified of his appointment as Chairman of the Professional Promotion Panel on 9 April.	25 <b>X</b> 1
(5) The new system for preparation of the Training Evaluations covering IO #7 worked exceptionally well.  [ and ]	25 <b>X</b> 1
the evaluations were put into final form in approximately 8 hours. The present arrangements are much more efficient than the previous system which involved a great deal of duplication of work.	25 <b>X</b> 1

## S-E-C-R-E-T

E. Administrative Training	
(1) Connections Supposet #25 was completed on 5 April.	25 <b>X</b> 1
(2) Administrative Procedures #72 began on 8 April with	.5/(1
a first week's enrollment of	25X1
(3) people attended the Cable and Dispatch Refresher conducted by	
for the Office of the Comptroller on 3, 4, and 5 April. A second session will be conducted in about a month to take care of the rest of the people in the Comptroller's Office who wish to attend this refresher.	25X1
F. Reading Improvement	
(1) The students who completed Reading Improvement #32 in February were retested this week. They showed satisfactory retention of their skill gains.	25 <b>X</b> 1
	25 <b>X</b> 1
for some typical DD/P dispatches, cables, and other reading matter to be reviewed by Reading Improvement. DD/P students made up 73% of the last class; while they find the present exercises and tests pertinent, it is believed that inspecting	
the actual material will help to guide their applications of the techniques more effectively is investigating the possibilities.	25X1
(3) attended a meeting of the Washington Reading Improvement Association on Tuesday, 9 April.	25X1
G. Instructor Training	
Nothing to report.	
H. Clerical Training	25 <b>X</b> 1
(1) During the week of 1 April there were people in Clerical Induction Training and people in Clerical Orientation	25X1
(2) The results of the official Agency tests administered	25X <sup>2</sup>
by Clerical Induction to entrance-on-duty employees for the week of 1 April were as follows: Of people tested in shorthand, qualified; of people tested in typewriting, qualified.	25X′
I. Visual Aids Staff	25 <b>X</b> 1
The weekly activities report of VAS is attached.	25 <b>X</b> ′

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## S-E-C-R-E-T

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## III. PERSONNEL NOTES

25X1

A. returned on Wednesday, 3 April, from one week's annual leave and two weeks' military leave. He attended the orientation course at the Special Warfare Center, Fort Bragg.

B. entered the hospital on h April for an operation and is expected to be away from the office for several weeks. She will not return to duty in IS before the date set for her departure overseas.

c. is presently on sick leave and is not expected to return to work until at least Thursday.

25X1

25X1

Chief, Intelligence School

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